

Department of Health Public Records Fee Schedule – RCW 42.56.120(2)(b) & (c), (3), (4); RCW 42.56.130

Inspection

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| No fee | Inspection by requester at agency office in Tumwater or satellite offices |
| No fee | Requester accessing or downloading records the office routinely posts on its web site |

Copies

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| No fee: Fee waivers are an exception and may be available for some small requests: | At the discretion of the department a fee waiver may be available when: <ul style="list-style-type: none"> All of the records responsive to an entire request are paper copies only and are 25 or fewer pages; or All of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of 100 printed pages. If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requestor will be charged in accordance with this section. <p>NOTE: Fee waivers are not applicable to records provided in installments.</p> |
| 15 cents per page | Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies) |
| 10 cents per page | Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format) *If you had to scan records for public records request purposes \$.10/page. |
| 5 cents for each 4 electronic files or attachments uploaded | For files and attachments uploaded and delivered vial email, on a File Transfer Protocol (FTP), digital storage media (CD, DVD or thumb drive) |
| 10 cents per gigabyte transmitted | For the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically and delivered via email, on a File Transfer Protocol (FTP) site, digital storage media (CD, DVD or thumb drive). |
| Actual cost: \$5.21 each | Records on CD - includes cost of CD, Disc Sleeve, Mailer, and Postage |
| Actual Cost: \$5.46 each | Records on DVD - includes cost of DVD, Disc Sleeve, Mailer, and Postage |
| Actual cost: \$12.75 each | Records on Thumb Drive - includes cost of Thumb Drive, Mailer, and Postage |
| Actual cost – Amount dependent on size of container or envelope | Container or envelope used to mail paper or other types of copies |
| Actual cost – Amount dependent upon weight & USPS or other delivery service rates | Postage or delivery charges |

- Copy charges above ↑ may be combined to the extent more than one type of charge applies to copies responsive to a particular request
- Copy charges are assessed for each installment of records provided to the requester
- Copy charges above ↑ may be waived in limited circumstances as set forth in WAC 246-08-990.

Copy Charges - Other Records

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| Cost varies – Per other statutes | Records for which other costs are authorized pursuant to laws outside RCW 42.56, RCW 42.56.130. |
| Cost varies - Actual cost (based upon vendor cost to office) | Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply. |

Customized Service

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| Cost varies - Actual cost (based upon request) | Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120(3). The agency will not provide customized access if it interferes with other essential agency functions. |
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Deposits

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| 10 percent of estimated cost to fulfill request | When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service, exceeds \$25. RCW 42.56.120(4). |
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